



TRINITY COLLEGE

FIRST AID POLICY

2019-2020

Date of Issue:	August 2017
Date Reviewed:	August 2019
Frequency of review:	Annually
Date of next review:	August 2020

FIRST AID POLICY

INTRODUCTION

This policy outlines the responsibility of Trinity College to provide adequate and appropriate First Aid to pupils, staff and visitors.

AIMS

- To identify the First Aid needs of Trinity College in line with the management of the Health and Safety at Work regulations.
- To ensure that First Aid provision is always available while people are on and off the school premises (whilst on visits).

OBJECTIVES

- To appoint an appropriate suitably trained Lead First Aider to meet the needs of the School
- To provide staff with relevant training and ensure monitoring of training requirements
- To provide appropriate resources and facilities.
- To inform staff, parents and carers of the School's First Aid arrangements
- To keep accident records

PERSONNEL

Trinity College ensures that a Risk Assessment of the school site is undertaken and that the appointments, training and resources for First Aiders are appropriate and in place.

The Senior Leadership Team is responsible for putting the policy in to practice and for developing detailed procedures. The Senior Leadership Team should ensure that the policy and information on the Trinity College arrangements for First Aid are made available to all stakeholders.

All staff are expected to do all they can to secure the welfare of the pupils.

The appointed Lead First Aider, should have undertaken emergency First Aid and they will:

- Take charge when someone is injured or becomes ill;
- Look after the First Aid equipment;
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The other First Aiders must have completed appropriate training and keep updated through courses approved by the HSE.

PROCEDURES

- Reviews of Risk Assessments will be carried out annually and when circumstances alter, by the Health & Safety officer. Recommendations on measures needed to prevent or control identified risks are to be forwarded to the Head Teacher.
- The School will ensure that staff are informed about the School's First Aid arrangements, giving the location of equipment, facilities and First Aid personnel. This will appear on notices in shared locations, including the staffroom wall.
- First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE.

- Appointed persons will undertake one-day emergency First Aid training.
- The School ensures that the appropriate number of First Aid containers are available, and all are marked with a white cross on a green background.

REPORTING ACCIDENTS

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, some accidents must be reported to the HSE. The School will keep a record of any incidents. This must include: the date, time and place, personal details of those involved, and a brief description of the nature of the incident. All accidents are recorded on the facilities live on-line helpdesk. Any reportable incidents should be referred to the School's H&S officer and Ryan Smith.

Lead First Aider: PH

Deputy First Aiders: LW, DB and CM

Health & Safety Officer/ Champion: PH

First Aid Room: Ground school level – Opposite the English room and adjacent to the ICT room.

Additional Trained First Aiders:

DB, RG, PH, TJ, CM, SO, RS, LW